

## **CITY OF BURBANK**

### **SENIOR ANIMAL CONTROL OFFICER**

#### **DEFINITION**

Under direction, to assist in directing the operation of the City Animal Shelter; to supervise employees; and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Leads, directs and evaluates the work of employees; assists the Animal Shelter Superintendent in directing animal shelter operations, and in training employees; assists in the ordering of supplies and materials for registering animals; assigns and supervises field activities; investigates complaints and makes recommendations to the Superintendent; maintains daily activity records; prepares reports; appears in court; collects fees; processes animal registrations, adoptions, and returns; supervises kennel and stable inspection program; performs functions of Animal Control Officer; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - various species of animals and their care; the principal City and State laws governing animal control.
- Ability to - perform the required duties in adequate physical condition; feed and care for animals; prepare reports; detect the symptoms of the principal animal sicknesses and diseases; handle complaints; direct and supervise the work of others; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Two years experience as an Animal Control Officer.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment.

#### **SUPPLEMENTAL INFORMATION**

None.